Help Sessions via Adobe Connect

These Help Sessions are being provided by the OPI TEAMS staff to respond to frequently asked questions. Adobe Connect requires no special equipment, just an internet connection and a speaker connected to your computer to hear the audio. The URL for accessing the presentations is provided with each session description. Login as GUEST and enter the name of your school district. Each session will be recorded and the link to the session will be provided on the TEAMS Help page.

Teacher-Class 101 Session

February 25, 2014 | 1:00 p.m. – 3:00 p.m. | Click here to connect: http://connect.opi.mt.gov/teams4

Presented by: Teri Wing, Effie Benoit, Danielle Murphy

Agenda: This session is open to those districts and/or schools with no Teacher-Class records in TEAMS. It will answer the following questions:

- What is the Teacher-Class?
- What information is required for the Teacher-Class?
- How is the information entered in to the Teacher-Class – manually or via an upload process?

General questions from the audience will also be answered.

Teacher-Class General Sessions (2 sessions offered)

February 26, 2014 | 1:00 p.m. – 1:45 p.m. | Click here to connect: http://connect.opi.mt.gov/teams5

February 27, 2014 | 8:00 a.m. – 8:45 a.m. | Click here to connect: http://connect.opi.mt.gov/teams10

Presented by: Teri Wing, Danielle Murphy

Agenda: This session is open to everyone. It will answer the following questions:

- How do I upload a Teacher-Class file?
- What information must be in the Teacher-Class in order to meet the Basic Ed Program requirements?

General questions from the audience will also be answered.

Paraprofessionals Sessions (2 sessions offered)

February 26, 2014 | 1:50 p.m. – 2:20 p.m. | Click here to connect: http://connect.opi.mt.gov/teams6

February 27, 2014 | 8:50 a.m. – 9:20 a.m. | Click here to connect: http://connect.opi.mt.gov/teams11

Presented by: Teri Wing

Agenda: This session is open to everyone. It will answer the following question:

- How do I record paraprofessionals covering a classroom overload?

General questions from the audience will also be answered.

Distance Learning Sessions (2 sessions offered)

February 26, 2014 | 2:25 p.m. – 2:50 p.m. | Click here to connect: http://connect.opi.mt.gov/teams7
February 27, 2014 | 9:25 a.m. – 9:50 a.m. | Click here to connect: http://connect.opi.mt.gov/teams7
Presented by: Effie Benoit

Agenda: This session is open to everyone. It will answer the following question:

- How do I record distance learning courses?

General questions from the audience will also be answered.

Dual Enrollment Sessions (2 sessions offered)

February 26, 2014 | 2:55 p.m. – 3:20 p.m. | Click here to connect: http://connect.opi.mt.gov/teams8
February 27, 2014 | 9:55 a.m. – 10:20 a.m. | Click here to connect: http://connect.opi.mt.gov/teams13
Presented by: Effie Benoit

Agenda: This session is open to everyone. It will answer the following question:

- How do I record dual enrollment courses?

General questions from the audience will also be answered.

Contractor Sessions (2 sessions offered)

February 26, 2014 | 3:25 p.m. – 3:50 p.m. | Click here to connect: http://connect.opi.mt.gov/teams9
February 27, 2014 | 10:25 a.m. – 10:50 a.m. | Click here to connect: http://connect.opi.mt.gov/teams14
Presented by: Effie Benoit

Agenda: This session is open to everyone. It will answer the following question:

- How do I record contractors?

General questions from the audience will also be answered.

For more information, contact:

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